

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Memorandum of Appreciation

(OIT/HFD/MPB)

OIT-0229X-86

EXTENSION

NO.

912B Key Bldg.

DATE

20 March 86

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

William F. Donnelly
Director, OIT 2D00 Hqs

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Excellent

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C/Sols

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copy put in OPR file.

~~CONFIDENTIAL~~

OIT-0229X-86

20 APR 1986

MEMORANDUM FOR: William F. Donnelly
Director, Office of Information Technology

25X1 FROM: [REDACTED]

25X1 SUBJECT: Memorandum of Appreciation [REDACTED]
Headquarters Facilities Division, Message
Processing Branch

25X1 1. [REDACTED] wishes to
express sincere appreciation for the exceptional support
25X1 provided [REDACTED] OIT/HFD/MPB, in
25X1 preparation for, during, and since the implementation of the
Electronic Data Circuit (EDC) in [REDACTED] is a
knowledgeable, effective, and supportive individual and the
assistance he has provided and continues to provide is
invaluable.

25X1 2. [REDACTED] was working very closely with [REDACTED]
to establish and implement effective cable reading and
distribution requirements even before the decision was made to
implement an EDC. His efforts in our behalf included
25X1 programming all of [REDACTED] requirements (which number over 50)
into the headquarters CDS system, and programming the system to
25X1 make distribution decisions on the basis of originating and
info'd [REDACTED] eliminating the need to assign additional
routing indicators.

25X1 3. Since the EDC was activated there have been many
time-critical requirement changes which [REDACTED] accepted
telephonically and implemented expeditiously for the Division.
His handling of these requirements has resulted in much
positive feedback from Division personnel and in a smooth
transition period. Changes in office responsibilities continue
to require regular updates to reading requirement profiles.
25X1 [REDACTED] implements all changes expeditiously. In addition,

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C O N F I D E N T I A L

25X1 [redacted] closely monitors [redacted] traffic to identify
25X1 problem areas, and regularly provides [redacted] Information
25X1 Management Officer with copies of traffic containing incorrect
office symbols and slugs, and/or format errors. This service
25X1 resolves distribution problems in a timely manner, and also has
resulted in [redacted] becoming more knowledgeable of system
requirements.

25X1 4. The outstanding support [redacted] has provided over
25X1 the past year will enable [redacted] to more fully respond to
requirements, and his generous assistance is deserving of
recognition. Please assure that a copy of this memorandum
becomes part of his file.



C O N F I D E N T I A L